HOW TO KEEP RECORD AND COMPLETE THE
SAVC: CPD LOG FORM:
CONTINUING PROFESSIONAL DEVELOPMENT RECORD CHART

Name:_____   Registration number:_____

THREE YEAR CYCLE: 1 April 20__ to 31 March 20__
A minimum of 60 points is required per three year cycle

1st CPD cycle commenced on 1 April 2006. Members registered on /after 1 April 2006 - cycle starts 1 April of the year following registration.
Members enrolled for a formal educational programme in a chosen field of veterinary work are not required to accumulate CPD points during enrolment.
Submit only proof of enrolment. Cycle starts 1 April following completion/ deregistration of programme.

Activity Include SAVC accreditation number where required *** Ask your service provider for this number or see the CPD list of accredited activities on the SAVC's website http://www.savc.co.za/cpdaccredited.htm	Points value See CPD regulations for more information	Date	Event / Accreditation no: Do NOT submit ANY documents unless requested and RETAIN documents for five years	Points claimed
1. Structured: <u>A minimum of 20 structured points is required per three year cycle</u>			**The form is to be completed within 3 months after the financial year - i. e by 30 June every year. The only CPD activities that would not appear on the website would be activities presented from 1 Jan – 31 March where providers have until end of June to apply for accreditation. However this seldom happens that providers wait for six months post the event to apply for accreditation**	
1.1 CPD courses *** (reg 5.1)	1 point/hour	**Record date of attendance**	**Attendance certificate to be issued by provider and retained in your lever arch file - contact provider if accreditation number does not appear on certificate – number of points appear on certificate ALTERNATIVELY record title of presentation/ name of presenter and provider - visit the savc website and get accreditation number and number of points**	
1.2 Conferences, seminars *** (reg 5.1)	1 point/hour	**Record date of attendance**	**Attendance certificate to be issued by provider and retained in your lever arch file - contact provider if accreditation number does not appear on certificate – number of points appear on certificate ALTERNATIVELY record title of presentation/ name of presenter and provider visit the savc website and get accreditation number and number of points**	

Activity	Points	Record	Keep	
1.3 Presentation/publication of refereed papers (reg 5.10)	5 points	**Record date presentation/publication**	**Keep copy of paper/presentation in file**	
1.4 Presentation/publication of non-refereed papers (reg 5.9)	3 points	**Record date of presentation/publication**	**Keep copy of paper/presentation in file**	
1.5 Presentation/publication of papers for lay public (reg 5.7) e.g farmer days	2 points	**Record date of presentation/publication**	**Keep copy of paper/presentation in file**	
1.6 Correspondence courses, audio/video/CD/Web *** (reg 5.13)		**Record date of completion of course**	**Certificate to be issued by provider and retained in your lever arch file ALTERNATIVELY record title of presentation/ name of presenter and provider visit the savc website and get accreditation number and number of points**	
1.7 Written assessment tests*** (reg 5.2)	1 point	**Record date of test**	**Certificate to be issued by provider and retained in your lever arch file ALTERNATIVELY record title of presentation/ name of presenter and provider visit the savc website and get accreditation number and number of points**	
1.8 Lecture preparation/presentation undergraduate (reg 5.3)	1 point	**Record date of presentation**	**Keep copy of paper/presentation in file**	
1.9 Lecture preparation/presentation postgraduate (reg 5.3)	2 points	**Record date of presentation**	**Keep copy of paper/presentation in file**	
1.10 Masters promoter (reg 5.11)	5 points		**Keep details of student**	
1.11 PhD promoter (reg 5.12)	10 points		**Keep details of student**	
1.11 Examinations (*max 10 points/ cycle reg 5.4*)	2 points/day	**Record date of examinations**	**Keep details of examination**	
1.12 Review of articles/books (reg 5.5)	2 points	**Record date of review**	**Keep details of articles/book**	
1.13 Policy/curriculum defence (*max 10 points/ cycle reg 5.6*)	2 points/day	**Record date of attendance**	**Keep details of policy**	
1.14 Inquiry bodies/expert witness (*max 10 points/ cycle reg 5.8*)	2 points/day	**Record date of attendance**	**Keep details of inquiry**	
TOTAL POINTS STRUCTURED ACTIVITIES				
2. Unstructured activities				
2.1 In-practice training and instruction: i) new graduates/ new field (reg 6.1) (*max 20 points/ cycle*) ii) collegial discussion (reg 6.3) iii) undergraduate supervision (reg 6.2)	1 point/week 1 point/2 hours 1 point/day	**Record dates**	**Keep details of graduates Keep minutes of meetings with colleagues Keep details of students**	
2.2 Reading (*max 15 points/ cycle reg 6.4*)	1 point/2 hours	**Record dates**	**Keep details of publications read**	
2.3 Non-assessed audio/video tapes/IT packs (*max 15 points/ cycle reg6.5*)	1 point/2 hours	**Record dates attendance**	**Keep details**	
2.4 Non-veterinary related courses (*max 10 points/ cycle reg 6.6*)	1 point/hour	**Record dates**	**Keep details of course**	
TOTAL POINTS UNSTRUCTURED ACTIVITIES				